

Government of the District of Columbia
Executive Office of the Mayor
Justice Grants Administration
1350 Pennsylvania Avenue, NW Suite 407
Washington D.C. 20004



REQUEST FOR APPLICATIONS

RFA# 2011-03

**Justice Assistance Grant Recovery Act:
Technology, Electronic Information Sharing, and Evaluation Capacity
Improvements Program**

Released: April 9, 2010

Applications due: May 21, 2010 by 5:00 PM
Late applications will not be accepted.

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Application registration: Applicants are strongly encouraged to subscribe to JGA's FY 2011 Funding Opportunities email updates for bidders' conference announcements and other important information. Registration may be accessed on the Funding Opportunities page of JGA's website: <http://jga.oca.dc.gov>

The Executive Office of the Mayor (EOM) of the Government of the District of Columbia reserves the right to, without prior notice, reduce or cancel one or more programs listed in this Request for Applications (RFA), reject all applications, adjust total funds available, or cancel the RFA in part or whole. Funding levels in the respective program areas and budget amount in the, if awarded, sub grant agreement or Memorandum of Understanding, are contingent on continued federal funding, sub grantee performance, and/or reduction, elimination, or reallocation of federal funds by the United States Congress and/or the US Department of Justice, and in accordance with applicable sections within the sub grant award and/or agreement.

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I. Availability of Funds Summary

a. Federal grant award summary

The Justice Assistance Grant Program allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal and juvenile justice systems. JAG replaces the Byrne Formula and Local Law Enforcement Block Grant (LLEBG) programs with a single funding mechanism that simplifies the administration process for grantees.

b. Potential funding level and number of awards

The Technology, Electronic Information Sharing, and Evaluation Capacity Improvement Program, administered by the Executive Office of the Mayor, Justice Grants Administration (JGA) under the authority of the Department of Justice, Bureau of Justice Assistance is seeking applications for FY2011. JGA projects that \$1,000,000 will be available to support up to five (5) awards. Award numbers and amounts are subject to change depending upon federal funding levels and the quality and quantity of proposals received. The RFA does not commit JGA to make an award.

JGA reserves the right to accept or deny any or all applications if JGA determines it is in the best interest of JGA to do so. JGA will notify applicants if the application is not selected for funding.

c. Award period

The funding period for awards is scheduled to begin on October 1, 2010 in line with the start of Fiscal Year 2011. Grantees will be expected to begin project activities at this time. All awards will be for a 12-month project period unless otherwise noted; no extensions past 12 months will be granted except in exceptional circumstances and through a formal request and approval process.

Current grantees will have to reapply to JGA for subsequent years of funding with continued grant awards contingent upon grantee's demonstrated progress and project outcomes.

d. Eligibility requirements

Qualified government and non-governmental organizations are eligible and invited to submit applications specific to the RFA funding priorities. Proposed costs shall be determined in accordance with the District of Columbia *City-Wide Grants Manual and Sourcebook*; 2 CFR 230 (A-122), "Cost Principles for Non-Profit Organizations"; 2 CFR 225 (A-87), "Cost Principles for State, Local, and Indian Tribal Governments"; and 2 CFR 220 (A-21), "Cost Principles for Educational Institutions"; OMB Circular A-133 is used pursuant to the Single Audit Act 502, and the Single Audit Act Amendments of 1996, P.L. 104-156.

II. Funding Initiative

a. Funding Initiative

Consistent with the federal purpose areas for Justice Assistance Grants; empirically-supported and best practices in the field; guidance from the Executive Office of the Mayor; and feedback provided by stakeholders in the juvenile and justice system, JGA has identified the following funding initiative for this solicitation:

The goal of this funding initiative is to build organizational capacity in a sustainable way to employ cutting-edge technology and/or capture, store and share electronic information and/or conduct evaluations that will help the District to better prevent crime; improve case processing; improve systems coordination and information sharing; and provide outcome data on program operations and performance that can help the District to better determine how to invest juvenile and criminal justice resources.

b. Required project/program activities and use of funds

- Grantees must use funds for one or more of the following program purposes and identify as such in their application: 1) technology improvements; 2) electronic capturing, collection, storage and sharing of information; or 3) program evaluation.
- Funds must be used for capacity building improvements that will permanently strengthen the applicant's ability to improve core operations and program outcomes. These improvements could include technology, database, and equipment purchases; ongoing staff training programs (as opposed to one-time conferences or forums); technical assistance projects; administrative improvements; and the hiring of staff, if the applicant is committed to and can demonstrate that staff positions will be sustained after JGA funding ends.
- Applications should include memoranda of understanding and/or letters of commitment from the appropriate partnering organizations.
- A preference will be given to applications that include one or more of the following elements:
 - Demonstration that the proposed project will improve the capacity of not just the grantee but the capacity of the entire juvenile or criminal justice system. In particular, JGA encourages projects that will help to: prevent crime; improve case processing and Court functioning; help improve systems coordination and information sharing between and/or amongst agencies and community based organizations; and increase the accountability of government agencies and community based organizations.
 - Awareness of and reference to previous and current District initiatives in the same or similar arenas, and a plan for how the proposed project will be informed by, build upon, and/or help to coalesce these initiatives rather than duplicate or repeat the challenges of these initiatives.
 - Identification of and proposed partnership with peer learning partners and/or expert technical assistance providers that will assist the applicant with the capacity building improvements and help to ensure appropriate quality controls are implemented.
 - Applications submitted on behalf of multiple agencies and/or community based organizations that will help to improve collaboration and communication and result in concrete benefits to all parties.
 - Applications that involve program evaluation and that demonstrate a commitment to making this data and all evaluation findings publically available.

c. Required Performance Measures (Outputs/Outcomes)

- i. Definitions: Outputs should include concrete, measurable services or deliverables produced by a program. Outcomes describe the end result of efforts, and should also be

measurable. Outcomes may apply to the immediate impact of program activities, or may describe a broader long-term result that cannot be measured within the project timeline (e.g., impact on a community or system as a whole), applicants may include both measurable immediate and overall long-term outcomes. Outcomes should be logically linked to one or more outputs.

ii. Output and Outcome Measures

- Outputs
 - Organizational and systems capacity building assessment conducted and deficits identified within the organization and juvenile/criminal justice system that can be addressed through the funded activities
 - Project implementation plan finalized that includes expected outcomes, deliverables, and associated timelines
 - Engagement plan, signed MOUs, and/or contracts developed and implemented with peer learning partners, technical assistance providers, contractors, suppliers, and/or information sharing partners
 - New technology, information sharing, or evaluation policies and procedures developed and codified
 - Number and percentage of relevant program staff trained in or exposed to new capacity and policies and procedures
 - Plan developed and implemented to maintain and provide for the programmatic, administrative, and financial sustainability of the capacity building improvements
- Outcomes
 - Capacity improvements implemented and institutionalized
 - Quantitative and qualitative improvements achieved in applicant's program operations and outcomes, as well as for partner agencies if appropriate
 - Quantitative and qualitative improvements achieved for the larger juvenile/criminal justice system
 - Additional outcome measures as appropriate for the specific initiative proposed

d. *Required collaboration*

- i. Letters of commitment from partnering organizations whose support and participation is required for successful program operation must be included as part of the application. Letters should identify the roles and responsibilities of all parties, the commitment period, point of contact for each partner, and any other necessary information. The letters of commitment should be dated no earlier than April 1, 2010.
- ii. Any Memoranda of Understanding or Memoranda of Agreement, or other formal interagency agreements described in the application must be in place within the first 30 days of the grant period. Any partnerships described in letters of commitment should be formalized by this time.

III. Application requirements

Applicants are required to follow the format and content requirements below. Any missing items or deviations will render the application ineligible. The number of pages for the program

narrative should not exceed twenty double-spaced pages on 8 ½ by 11 inch paper; pages in excess of the maximum will not be reviewed. Required attachments and budget/budget narrative do not count toward the application page count. Application margins must not be less than one inch; a font size of 12-point is required (Times New Roman or Courier type recommended); and all pages should be numbered.

a. Project Abstract

A project abstract must be included as the first page of the program narrative. It must not exceed 200 words and should briefly describe the following: the project's purpose; the population served; summary of activities that will be implemented to achieve the project's goals and objectives; and description of how progress towards these goals will be measured.

b. Program Narrative

The program narrative must provide a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed project. The narrative section should not exceed twenty double-spaced pages. The narrative must contain the following elements:

- i. A description of the specific proposed program/project activities (including those required by the RFA) and how these activities will meet an identified community need;
- ii. Project/program model and approach, and how this approach is supported by empirical research/best practices;
- iii. A clear explanation/logic model for how the proposed program/project activities will facilitate the identified outputs/outcomes, and how the applicant will ensure the refinement of and fidelity to this logic model;
- iv. Timeline of key startup and implementation activities with associated project deliverables;
- v. Target population/stakeholders to be served;
- vi. Geographic area to be served;
- vii. Referral process (if applicable); and
- viii. How the program/project is consistent with and will further the applicant organization's mission, and will build/strengthen its own and/or the District's capacity and expertise.

c. Performance Measures (Outputs/Outcomes)

This section should list the identified outputs and outcome measures cited in the RFA as well as any additional proposed project/program/organizational outputs and outcomes. This section must describe the applicant's current capacity to collect, analyze, and report on data on the identified outputs and outcomes; the applicant's plan for collecting and reporting this data to JGA during the grant period; and how, if at all, the applicant will use JGA funds to improve this capacity.

d. Statement of Qualifications

The applicant must demonstrate the qualifications, experience, expertise, and capacity of the applicant organization and associated staff to achieve the identified outcomes; the applicant should provide qualitative and quantitative outcomes if possible. Any supporting reports, outcome data, presentations, awards, certifications, resumes, and/or references should be included as attachments. If applicable, this section should also speak to the applicants' past programmatic and administrative experience with JGA grants.

e. Budget and Budget Narrative

The applicant must provide the budget along with a budget narrative that provides a clear and detailed explanation of and justification for each expense in each category. If a match is required, then the proposed match sources and breakdown must be provided in the budget detail worksheet. The applicant must provide an outline of the administrative and fiscal oversight plan to ensure that the project remains on track and funds are requested and expended in a timely and appropriate fashion.

1. Use of funds

Proposed expenses must be consistent with the funding priorities and required use of funds identified in section II. A sample budget is located at on the JGA website for further guidance/clarification.

Costs must be incurred only during the grant period; any expense incurred outside of the grant period—October 1, 2010 to September 30, 2011—will be considered unallowable and will not be reimbursed.

JGA reserves the right to modify the allowable cost provisions of sub-grant awards based upon federal or District policy.

The following restrictions apply to the use of funds from this RFA:

- Supplanting: JGA funds must be used to support new activities or to supplement existing funds for program activities, and not replace funds already appropriated for the same purpose.
- Construction/Other Prohibited Uses: JGA funds may not be used to purchase, lease, rent, or acquire security enhancements or equipment to non-governmental entities not engaged in criminal justice or public safety; vehicles, vessels, or aircraft; luxury items; real estate; construction projects, other than penal correctional institutions; or any similar matters.
- Travel: Grantees cannot exceed federal travel, meals and lodging rates established by the US General Services Administration as found at www.gsa.gov.
- Lobbying: No grant funds shall be used to pay for any personal services, advertisement, telegram, telephone communications, letter, printed or written matter, or other device, intended to influence a member of Congress or any other federal, state, or local elected official to favor or oppose any act, bills, resolutions, or similar legislation, or any similar initiative, constitutional amendment, or any similar procedures by Congress, and local council, or any similar governing body, except that this subsection shall not preclude such funds from being used in connection with communications to federal, state, or local elected officials through proper official channels, pertaining to authorization, appropriation, or oversight measures directly affecting the operation of the programs involved.

2. Match

As per federal guidelines, grantees will not be required to match of their JGA sub-grant award for the 12 month project period. Although a match is not required, JGA will give preference to those applicants that can identify additional sources of funding that will support their application. Applicants may satisfy this match with cash or in-kind services; federal funds cannot be used to match a federal award. Grantees will be required to provide JGA with quarterly match updates with supporting documentation. All match expenses identified in the proposed budget could be subject to an audit.

f. Financial Statements/Business License

Applicants are required to submit a copy of the most recent and complete set of audited or unaudited financial statements available for the applicant organization. If audited financial statements have never been prepared due to the size or recent establishment of an organization, the applicant must provide, at a minimum, an organizational budget, an income statement (profit and loss statement), and a balance sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within three years before the date of the grant application.

The applicant must submit evidence of being a legally-authorized entity (e.g. 501(c)(3) determination letter) and a current business license, if relevant for the applicant's business status, and any correspondence or other communication received from the IRS within three years before submission of the grant application that relates to the applicant's tax status.

g. Sustainability

Applicants that are funded under this solicitation should not expect to receive continued funding from JGA for the same project for future fiscal years. Applicants' sustainability plans are weighted heavily in JGA's application reviews and scoring, and grantees' ability to sustain JGA-supported activities is a strong consideration in all future JGA funding decisions.

h. Disclosure of Legal Proceedings

Applicants must disclose, in a written statement and on organization letterhead, the truth of which is sworn or attested to by the applicant organization, whether the applicant organization, or where applicable, any of its officers, partners, principals, members, associates, or key employees, within the last three years prior to the date of the application has:

- i. been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant's organization or (b) any crime or offense involving financial misconduct or fraud; or
- ii. been the subject of legal proceeding arising directly from the provision of services by the organization.

If the response is in the affirmative, the applicant must fully describe any such indictments, charges, conviction, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

IV. Administrative Requirements

a. Tax Requirements

Successful applicants selected for award must obtain and submit current year filing certification from the District of Columbia Office of Tax and Revenue (OTR) that the applicant organization has complied with the filing requirements of District of Columbia tax laws and that the entity has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR.

Successful applicants may be asked to submit an affidavit indicating that the applicant organization is current on all taxes, including Unemployment Insurance and Worker's Compensation premiums.

b. Programmatic reporting/Monitoring

Grantees are required to submit, in electronic form, quarterly programmatic reports to JGA. Grantees will be required to report on the performance measures (outputs/outcomes) identified in section II. c. through quarterly programmatic reports submitted to JGA as well as semi-annually or annually directly to the federal government. Additional information on federal reporting procedures and due dates will be provided at the time of award. All grantees will receive, at a minimum, an annual site visit from JGA staff to review their grant file, administrative procedures, and program operations.

c. Reimbursement requests and expenditure reports

JGA grants function on a cost-reimbursement basis only. Reimbursements will be processed on a quarterly basis. Grantees that prefer monthly reimbursements may request such from the JGA program manager at the time of their grant award.

In addition to specific funding restrictions described in this RFA, all grantees must expend grant funds in accordance with the cost principles delineated in the Office of Management and Budget Circular A-21, Cost Principles for Educational Institutions”, A-122, Cost Principles for Non-Profit Organizations”, A-87, and Cost Principles for State, local and Indian Tribal Governments”, Circular A-133 (Audits of States, Local Governments and Non-Profit Organization), and the U.S. Department of Justice, Office of Justice Programs, Financial Guide (<http://www.ojp.usdoj.gov/financialguide/>) and the District of Columbia *City-Wide Grants Manual and Sourcebook*.

Grantees will be required to submit electronic requests for reimbursement accompanied by scanned supporting financial documentation (i.e. copies of cancelled checks, financial bank statements, etc.) and signature pages to JGA. Grantees that are unable to scan financial documentation can request the use of grant funds for a scanner, if allowable.

d. Insurance clause

Successful applicants will be required to provide, in writing, the name of all insurance carriers and the type of insurance provided (e.g. its general liability insurance carrier, automobile insurance carrier, workers’ compensation insurance carrier, fidelity bond holder). JGA will provide additional guidance on insurance documentation and requirements at the time of award.

e. High Risk Designation

Organizations will be designated “high risk” if JGA determines that the organization is otherwise responsible but:

- i. Has been designated “high risk” by another entity
- ii. Has a history of unsatisfactory performance
- iii. Is not financially stable
- iv. Has a management system that does not meet the management standards set forth in this part; or
- v. Has not conformed to terms and conditions of a previous award

If JGA determines that an award will be made to a high-risk organization, then funding restrictions may be included. If JGA decides to impose any funding restrictions, then JGA will notify the organization in writing of the restriction, the reason(s), corrective actions, and process for requesting reconsideration.

f. Privacy/Confidentiality

Except as otherwise provided by federal law, no recipient of JGA funds shall use or reveal any research or statistical information furnished under JGA by any person, and identifiable to any specific private person, for any purpose other than the purpose for which such information was obtained in accordance with the JGA program funded. Such information, and any copy of such information shall be immune from legal process and shall not, with the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or judicial, legislative, or administrative proceeding.

Client records will be kept confidential and secure in accordance with the District and federal regulations. In accordance with standard practice, only aggregate data and/or individual data that is non-identifiable will be released.

g. Additional requirements

JGA reserves the right to require additional certifications and/or information. JGA will provide written notice of any additional requirements.

V. JGA, Funding, and RFA Background

a. JGA agency description

The Justice Grants Administration is the State-Administering Agency (SAA) that secures and manages federal grant funds related to juvenile and criminal justice for the District of Columbia. JGA is responsible for directing and administering these and other funding streams to the community in a way that facilitates improved programs, policies, and coordination for the District's juvenile and criminal justice systems. For more information about JGA, please refer to the JGA website (<http://jga.oca.dc.gov>)

b. Competitive regulations

JGA follows the competitive bid process for all grant funds in accordance with District and federal competitive regulations. All applications will be considered under the federal guidelines that determine allowable expenses for each specific federal grant.

c. Payment provisions

Grant funds, including intra-districts, are awarded on a cost reimbursement basis only. There are no cash advances for start-up costs, or otherwise.

d. Non-discrimination in delivery of services and discrimination reporting

In accordance with the below listed applicable federal statutes as well as District non-discrimination requirements, grantees agree to not discriminate in their provision of services against any and all protected populations. In addition, grantees agree to notify JGA within 48 hours of any and all employee or beneficiary formal complaints of discrimination against their organization, and to more generally comply with all civil rights hiring and beneficiary service policies and procedures as identified in the below listed applicable statutes. Applicable statutes may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. 3789d); the Victims of Crime Act (42 U.S.C. 10604(e)) ; the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. 5672(b); the Civil Rights Act of 1964 (42 U.S.C. 2000d); the Rehabilitation Act of 1973 (29 U.S.C. 794); the Americans with Disabilities Act of 1990 (42 U.S.C. 12131-34); the Education Amendments of 1972 (20 U.S.C. 1681, 1683, 1685-86); and the

Age Discrimination Act of 1975 (42 U.S.C. 6101-07); Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

e. Rights in data

Grantees may not publish scientific or technical articles based on this data and/or information without the prior approval and written consent of JGA. JGA shall not unreasonably withhold consent of the sub grantee's request(s) to publish or reproduce data in professional and scientific publications.

f. Corrective action and termination of funding

In the event the programmatic, financial, or documentation conditions of the grant are not being met in a thorough and timely fashion progressive actions will be taken, at the discretion of the District of Columbia and its representatives, up to and including termination. A project which is prematurely terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project which runs for the duration of the project period.

g. Contingency clauses

- i. JGA reserves the right to make changes to the RFA, based on any clarifications in the regulations, legislative changes, or funding level fluctuations from the federal government. Funding for grantees is contingent on continued funding from the grantor.
- ii. The RFA does not commit JGA to award sub-grants. JGA reserves the right to accept or reject any or all applications if the agency determines it in the best interest of the agency to do so. The agency will notify all applicants of the rejected proposals. JGA may suspend or terminate an outstanding RFA pursuant to its own grantmaking rule(s) or any applicable federal or District regulation or requirement.
- iii. JGA reserves the right to issue addenda and/or amendments subsequent to the RFA process or to rescind the RFA.
- iv. JGA shall not be liable for any costs incurred in the preparation of applications in response to RFA. Applicants agree that all costs incurred in developing the application are the applicants' sole responsibility.
- v. JGA may conduct pre-award on-site visits to verify information submitted in the application or to determine if proposed facilities are appropriate for the proposed services.
- vi. JGA may require applicants to enter negotiations and submit a price, technical or other revision of their proposal that may result from negotiations.
- vii. If there are any conflicts between the terms and conditions of the RFA and any federal or District law or regulation, or any ambiguity related thereby, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

VI. Proposal Submission and Review Process

a. Registration

Applicants are strongly encouraged to subscribe to JGA's FY 2011 Funding Opportunities email updates. This will enable JGA to send announcements, updates and reminders regarding application deadlines, information sessions, applicant Q&A and other important notices. Note: applicants may subscribe for FY 2011 Funding Opportunities email updates only through the

close of the FY 2011 solicitation period. After application deadlines, the list will be closed. Registration may be accessed on the Funding Opportunities page of JGA's website:
<http://jga.dc.gov/DC/JGA/Grantmaking/Funding+Opportunities/Funding+Opportunities>

b. Submission process

Applicants must email an electronic copy of their application to JGA. If applicants are unable to scan the required signature pages then these signature pages should be faxed to JGA by the application deadline. All other materials must be received electronically.

All required sections of the funding application must be received by May 21, 2010 at 5:00 PM; late proposals will not be accepted nor will JGA consider any applications that do not include all required application elements and attachments.

Finally, all electronically submitted documents should include the RFA # to which the application is responding as well as the submitting organization's name in the title of the electronic file.

c. Inquiries

All questions pertaining to this (RFA) must be submitted in writing via email to the identified JGA grant manager. The questions and answers will then be distributed to all applicants. Questions that can be answered by referring to sections of the application, or that are specific to an applicant, may be answered directly by JGA staff. Oral explanations or instructions given prior to the award of grants will not be binding.

d. Informational session

JGA will host an informational session webinar for this solicitation. Additional information on the date and time will be provided at a later date; applicants must register for JGA's Funding Opportunities email updates to receive announcements regarding the informational session (<http://jga.dc.gov/DC/JGA/Grantmaking/Funding+Opportunities/Funding+Opportunities>).

Attendance at the informational session is not mandatory for submitting an application but is strongly encouraged. Questions and answers from the informational session will be posted on JGA's website no later than a week after the conclusion of the informational session. Additional questions and answers received by JGA related to the substance of the RFA may continue to be posted on JGA's website.

e. Application review and scoring

All applications that are complete and that meet the application criteria will be reviewed and scored by an independent review panel. Scoring and the recommendations of the review panel are advisory only. The final decision to fund programs rests solely with the JGA Director.

All applications for this RFA will be objectively reviewed and scored against the following application areas and key criteria:

- Outputs and outcomes (15 points)
- Program/project activities (35 points)
- Experience, expertise, and capacity (25 points)
- Sustainability plan (15 points)
- Budget and fiscal/administrative oversight (10 points)

f. Award decisions and notification

JGA will notify all applicants of the final award decision no later than September 30, 2010 pending notification to JGA of the federal award. For those applicants receiving funding, written notice will include the exact grant award amount; award agreement with all award terms and conditions; and any supplemental information required.

VII. Application Checklist

All applicants (including current/former JGA grantees) must email all application materials listed below to jga.agency@dc.gov

General Application Requirements

- ☐ Signed Applicant Cover Sheet (Attachment A)
- ☐ Program Narrative: The program narrative should including the following elements
 - Abstract
 - Proposed project/program activities
 - Outputs and outcomes
- ☐ Qualitative/quantitative data, presentations, reports (if applicable)
- ☐ Statement of Qualifications
- ☐ Signed letters of commitment
- ☐ Budget Template and Budget Computation/Narrative (Attachment B)
- ☐ Sustainability Plan

Administrative Application Requirements

- ☐ Certification Regarding Lobbying: Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (Attachment C)
- ☐ Standard assurances (Attachment D)
- ☐ Statement of Certification (Attachment E)
- ☐ Documentation that applicant organization is a legally-authorized entity (see section III. f.)
- ☐ Office of Tax and Revenue (OTR) certification (if available)
- ☐ Disclosure of organizational budget with a listing of all current and potential funding sources (most recent)
- ☐ Audited financial statement (most recent)
- ☐ Completed W-9 form
- ☐ Completed Master Supplier Form
- ☐ ARIBA confirmation
- ☐ Organizational chart
- ☐ Roster of board of directors (if applicable)
- ☐ Key staff resumes (if applicable)